

Preconfigured Mail Merge Templates

ClinicPro comes with many pre-configured letter templates, ready-to-use in the Mail Merge reports. Preconfigured report templates include:

- Worker's Comp: New York C-4, California First Report
- Medical: medical exam including review of systems and physical exam
- Medical Fee Slips / Superbills
- Work slips: Off work, return to work, light duties
- Chiropractic: chiropractic exam, brief or extensive Soap Notes, series of 8 new patient letters
- Patient letters: missed appointment, payment plan confirmation, judgment letter, collection letter

All of the Preconfigured Templates can be found in the **Letters** folder of the computer hosting ClinicPro, the "Server Computer." This folder is found in your VCPRO folder that is on your C:\ drive.

Inside of this folder, Windows will display a list of all the templates that can print in ClinicPro. Preview what is in each of the templates by double clicking on them to open them in Word or WordPad. Take a quick look to see if this is the kind of report desired, before importing it into ClinicPro and actually start to generate reports. Any of the << >> tags will pull actual patient information into those fields when printing the Mail Merge.